Ministry of Community and
Social Services

Youth and Recreation Branch

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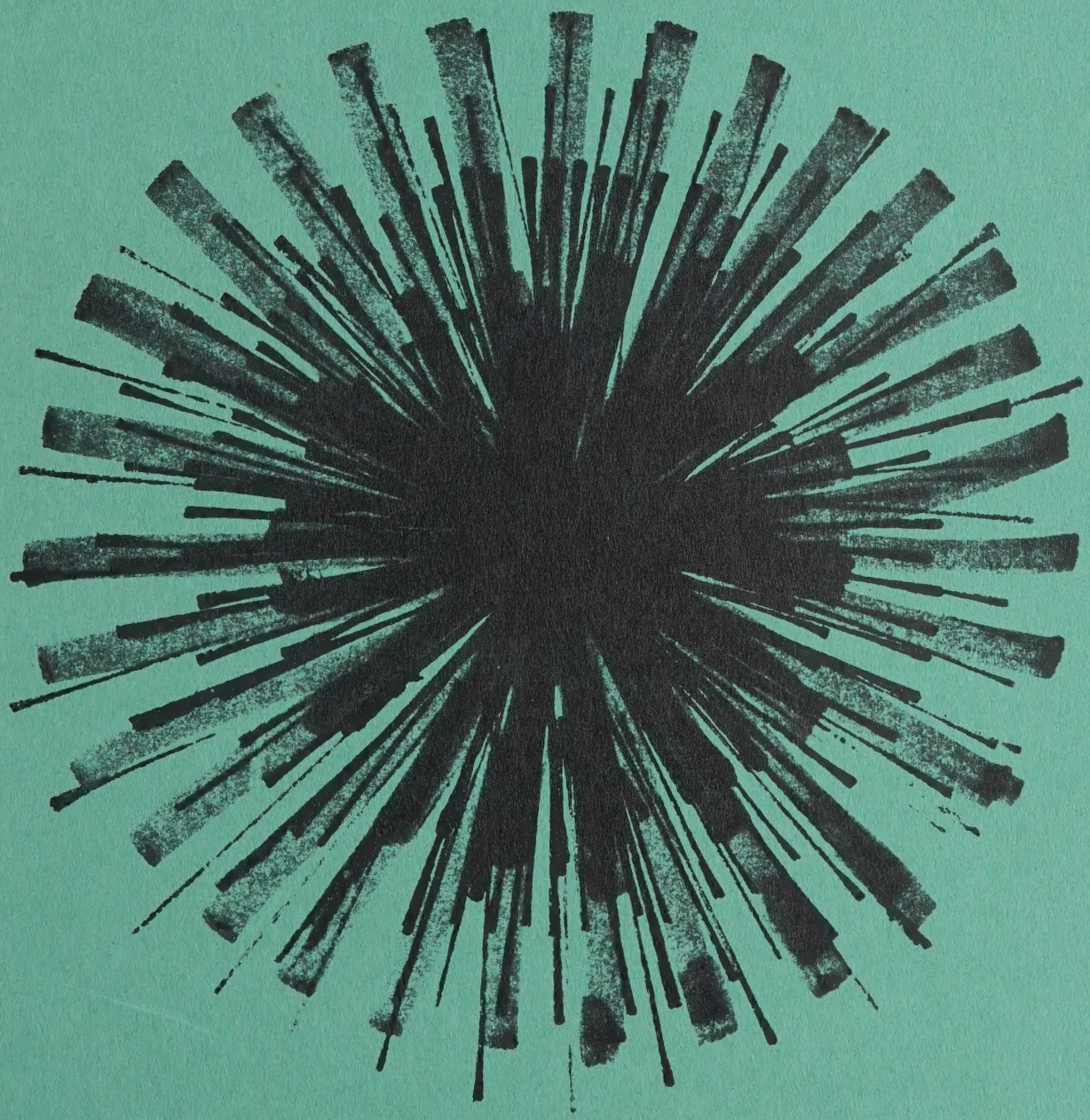
day camp manual

book five – a study of mandatory standards and desirable practices for children's day camps



The Ontario Camping Association has mandatory standards and desirable practices, which are the basis for accreditation of Day Camps by the Association. It is these standards and practices which are reproduced here as Book V.

The Youth and Recreation Branch offers special recognition and thanks to Mr. William Babcock for preparing and organizing the contents of Books I to IV of the Day Camp Manual; to the many members of the editorial and revision committee for their work on the final draft; and to Miss Shannon Rowe, as chairman of this committee, for guiding it to the completion of this task.

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The Day Camp Manual has evolved in cooperation with the Ontario Camping Association.

DAY CAMP MANUAL BOOK V

A STUDY OF MANDATORY STANDARDS AND DESIRABLE CAMPING PRACTICES FOR CHILDREN'S DAY CAMPS

Revised 1970

ONTARIO CAMPING ASSOCIATION

A STUDY OF MANDATORY STANDARDS AND DESIRABLE CAMPING PRACTICES FOR CHILDREN'S DAY CAMPS

Revised 1970

One of the prime purposes of the Ontario Camping Association is the promotion of better camping for our campers. Every camp director strives to improve his camp and his methods of operation. For this reason, he belongs to the Ontario Camping Association, and in return the Association tries to help the camp director.

Except for the "Mandatory Standard" section, "A Study of Camping Practices" does NOT grade or evaluate a camp. It is a means whereby a camp director can check through his own operation, principles and procedures, and determine where he can improve his own camp. By having another camp director (member of the Standards Committee Visiting Team) go through each item of the Questionnaire and discuss it with the camp's director, many facets of camping practice will be clarified.

No camp is expected to be able to answer all questions. Every camp and every camp site is different and these differences must be maintained in order to serve different kinds of campers. Under no condition is standardization desirable. This study will suggest these many differences and give camp directors the opportunity to discuss camping practices that cannot be adequately covered at our annual conference or in the Association's meetings during the winter months. We shall all profit when desirable practices are maintained and the undesirable discarded.

MUST BE COMPLETED BY VISITOR

Person(s) Interviewed by Visitor(s).....

.....

.....

Position.....Date assumed position.....

Winter Address.....

Visitor's Signature.....Date of Visit.....

Visitor's Camp, Agency or Professional Affiliation.....

.....

Visitor's Position.....

Visitor's Summer Address.....Phone.....

.....

Visitor's Winter Address.....Phone.....

.....

BASIC DATA

Camp Co. No.....

Name of Camp.....Year Established.....

Camp Address.....

.....Camp Phone.....

Name of Sponsoring Agency or Owner.....

.....

.....Phone.....

Name of individual in whose name O C A camp membership is held.....

.....

Name of Camp Director.....

No. of Years associated with this camp or camps operated by this sponsoring agency.....

Director's Winter Address.....

.....

Length of Camp Season.....

No. of Periods.....Length of Periods.....

There should be continuity in this camp experience over a period of not less than two weeks. Camp should operate five continuous days each week during the camp period.

Highest Total of Campers at one time.....

No. of boys.....No. of girls.....

Total Number of Staff.....(Unless otherwise indicated, staff means all employed persons.)

Constituency by age (Circle youngest and oldest campers. Put checks above ages having largest number of campers.):

2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 over 18

IMPORTANT GENERAL INSTRUCTIONS

Must be read and material prepared prior to visit.

It will facilitate matters if the camp director will go through this whole book prior to the visit, in order to have as much material as possible prepared in advance. Use this copy of the study as your work book. The Visitor will be carrying an unused copy with him to be returned to the Standards Committee containing your final report.

Prior to the camp visit, the director should tabulate his complete * staff under the following headings: (*1 M.S.)

*Complete staff includes administrative and non-program staff, program specialist, counsellors, and assistant or junior counsellors.

a	b	c	d	e	f	g	h
Name or Payroll Number	Position	Birth Date	Years Camp Staff Experience	School Grade Compl'd	New Staff	Held Over	Years Camper Experience

Note: with regard to:

c Birth Date.....the day, month, year are to be included.
d Years Camp Staff Experience....."Staff" indicates that the person has held staff responsibilities at any camp.(Does not include CIT experience.)
f New Staff.....refers to those persons who have no previous association (as staff, campers or CIT's) with this camp operation.
g Held Over.....refers to persons who have had previous association (as staff, campers or CIT's)with this camp operation.
h Years camper experience.....refer to Camper (or CIT) Experience in this camp.

From this tabulation, the answers to sections 48 to 63 will be readily available, saving considerable time during the actual visit. This tabulation must be returned with "The Study" to the Standards Committee.

The camp director should have on hand, and be thoroughly familiar with the following publications:

1 Province of Ontario Department of Health Regulations 518-1960.
2 Booklet supplied by RCMP Safety Afloat.
3 If riflery is a camp activity, instruction and regulations from the Dominion Marksmanship Association.
4 Business Principles in the OCA

MANDATORY STANDARDS

FOR CHILDREN'S DAY CAMPS

The following are standards and precepts which are held as being mandatory by the Ontario Camping Association. Adherence to them determines the initial and continued accreditation of the member camp. Desirable practices are listed throughout the book to enable the camp director to improve and maintain his own operation, principles and procedures. His observance of them determines whether the association declares him eligible or ineligible for accreditation. But the MANDATORY STANDARDS MUST BE CERTIFIED (by the camp) AND VERIFIED (by the visitor) IN ORDER TO MERIT AND MAINTAIN ELIGIBILITY FOR ACCREDITATION.

1 Tabulate staff lists as shown:

a	b	c	d	e	f	g	h
Name or Payroll Number	Position	Birth	Years Camp Staff Experience	School Grade Compl'd.	New Staff	Held Over	Years Camper Experience

2 Camp conforms to all pertinent local health and sanitation regulations, and where applicable holds a licence from the Ontario Department of Health.

Current Licence No. _____

3 The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form:

a Parents' home telephone number
b Parents' business telephone number
c Emergency numbers, other than a or b
d Doctor's name and number
e OHSIP number.

4 The camp water supply has been tested and approved by the Ontario Department of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use.

5 The camp director has had at least two seasons of leadership experience in an organized camp, recreational, or educational situation.

6 The director is 21 years of age or older.

7 There are facilities or areas in the camp to enable staff to have privacy from campers at off-duty times.

8 General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.

9 Emergency telephone numbers are posted (near telephones) for fire department, police, hospital and/or physician on call.

10 Staff are familiar with camp emergency pocedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly.

11 The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations.

12 A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.). The number of such persons is never less than two.

13
- a The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.
- b The person assisting on an overnight or longer trip is at least 16 years old.

14 The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian for camper's attendance and participation in activities.

15 All road transportation equipment is maintained in safe operating condition, and meets the requirements of the Ontario Department of Transport.

16 Drivers of camp vehicles are properly licenced.

17 The number of campers in transportation units does not exceed the available seating capacity of such units. There is at least one supervisory person in each vehicle other than the driver.

18 The camp knows and follows all aspects of the Ethics and Business Practice of the Ontario Camping Association.

19 The camp adequately provides all facilities and activities listed in its brochure.

20 The camp has accessible telephone or means of immediate communication with a source of aid. If other than telephone, state means of immediate communication used.

21 The camp has in attendance a registered nurse or a qualified first aid person holding a St. John's Ambulance or Red Cross First Aid Certificate.

NOTE

These standards are listed here and are to be replied to in question form in the following portion of the book where applicable. The only exception is No. I (Staff List) which is requested and described fully on page 4.

DESIRABLE PRACTICES FOR CHILDREN'S DAY CAMPS

NOTE: * indicates Mandatory Standard number

Camp No.....

HEALTH AND SANITATION

QUESTIONS:	YES	NO	Leave blank for Committee use only	
1 Conforms to all pertinent local health and sanitation regulations, and where applicable holds a license from the Ontario Department of Health.	___	__	_____	(*2 M.S.)
Current License No._____				
2 a The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form: a Parents' home telephone number. b Parents' business telephone number. c Emergency number, other than a) or b). d Doctor's name and number. e OHSIP number.	___	__	_____	(*3 M.S.)
b A physical examination by a physician and a medical history are requested within the two month period prior to arrival in camp.				
1 For Staff	___	__	_____	
2 For Campers	___	__	_____	

This can be answered "Yes" only if this is required of all campers or staff, regardless of religious beliefs; attach a separate sheet stating the camp's policy in making an exception, especially statements that are required of parents.

	YES	NO	Leave blank for Committee use only	
A Medical History Form is available at the OCA office.				
3 a The Medical History of the camper, (item 2b);is available in camp.	___	___	_____	
b Camp maintains a definite policy for health supervision of campers and staff at all times, including such times campers are on out-of-town trips (overnight or longer).	___	___	_____	
Camp has:				
i In-camp report of camper and staff visits to infirmary and emergency treatments.	___	___	_____	
ii Camp has in attendance a registered nurse or a qualified first aid person holding a St. John Ambulance or Red Cross First Aid Certificate.	___	___	_____	(*21 M.S.)
4 Arrangements have been made with a local physician to be on call, or arrangements for emergency treatment made with a local hospital.	___	___	_____	
These arrangements relative to physician may include periodic visits as well as being available whenever required.				

Name of Doctor or Hospital_____

Address_____

5 Camp has properly equipped first aid area and a designated location for quiet rest.	___	___	_____	
There is an adequate area and sufficient supplies for emergency treatment taking into consideration the number of campers and staff.	___	___	_____	
6 a The camp has an accessible telephone or means of immediate communication with a source of aid. If other than telephone, state means of immediate communication used. _____	___	___	_____	(*20 M.S.)
b Camp has ready access to a second phone	___	___	_____	

		YES	NO	Leave blank for Committee use only	
7	Emergency telephone numbers are posted near telephones for fire department, police, hospital and/or physician on call.	___	__	_____	(*9 M.S.)
8	Suitable transportation is available at all times in the event of emergency	___	__	_____	
9	Staff are familiar with camp emergency procedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly.	___	__	_____	(*10 M.S.)
	i It is advisable to have a definite procedure in case of emergencies. This will include first aid, parental notification, names of doctors, nurses, telephone numbers, to be called, transportation procedure. Some plan should be made in advance about the avoidance of panic in such an emergency, about public relations etc.				
	ii Although every staff member is not expected to hold a first aid certificate there should be some instruction given to all staff members who will be in charge of campers at any time:				
	a In recognition of possible symptoms.				
	b Procedures to follow in case of accident or illness.				
	c The danger of administration of medication.				
10	Are toilets adequate in number and in cleanliness.	___	__	_____	
	There is a ratio of 1 toilet or privy seat for every 20 persons.				
11	Hand washing facilities are available near toilets.	___	__	_____	
12	The camp water supply has been tested and approved by the Ontario Department of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use.	___	__	_____	(*4 M.S.)
13	Milk is pasteurized.	___	__	_____	

	YES	NO	Leave blank for Committee use only
14 Purified water is used for reconstituting powered milk in camp and on trips.	___	___	_____

FOR CAMPS WHO SERVE FOOD IN A DINING AREA

15 a A dietitian or experienced food consultant is employed or has been consulted in planning menus.	___	___	_____
b Food handlers must comply with Ontario Department of Health Regulations.	___	___	_____
16 Refrigeration for milk and perishable foods is maintained at a temperature of not over 50°F. and as recommended by the Ontario Department of Health.	___	___	_____
17 Food storage, preparation and service space, and equipment are maintained clean and free from dirt and insects.	___	___	_____

FOR CAMPS WHICH DO DISHWASHING

18 Dishwashing procedures and care of equipment comply with Ontario Department of Health Regulations.	___	___	_____
19 Liquid wastes are disposed of by facilities constructed and operated as required by and at locations approved by, the Ontario Department of Health or local Board of Health.	___	___	_____
20 Garbage and rubbish cans are:			
a Metal or plastic, waterproof, flyproof, and covered.	___	___	_____
b Emptied and cleaned daily.	___	___	_____
c Garbage and rubbish is hauled away from the camp for disposal, OR If disposal is within the campsite it is by complete incineration or burial under six inches of well tamped earth.	___	___	_____
d Surroundings of garbage and rubbish receptacles are maintained clean and dry.	___	___	_____
21 Camp maintains control of insects and rodents in buildings and poisonous weeds in area of predominant use.	___	___	_____

	YES	NO	Leave blank for Committee use only	
HEALTH AND SANITATION TOTALS	_____		_____	

SCORE: $\frac{\text{X 100}}{\text{maximum}}$ = %

CAMP SITE, FACILITIES AND EQUIPMENT

		YES	NO	Leave blank for Committee use only	
22	Camp site provides privacy from general public, and is so located that the program does not suffer by continuous visitors, or the general public	___	___	_____	
23	There are facilities or areas in camp to enable staff to have privacy from campers at off-duty times.	___	___	_____	(*7 M.S.)
24	The camp should be located within a reasonable distance from campers' homes depending on transportation available. One hour should be the maximum travelling time one way	___	___	_____	
25	The camp site is free from unnecessary hazards.	___	___	_____	
	The safety of the campers should determine the answer to this question. Staff should be made aware of potential hazards in the area around the camp, such as poison ivy, overhanging cliffs, railway or public highway running through the camp property.				
26	The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations.	___	___	_____	(*11 M.S.)
27	The camp site has proper drainage.	___	___	_____	
28	The campsite provides natural resources that make possible an outdoor living experience.	___	___	_____	
29	All buildings or other structures are constructed properly and are maintained in safe condition and in accordance with local building codes.	___	___	_____	
30	All electric wiring and light fixtures are installed in accordance with local building codes and Ontario Hydro approved.	___	___	_____	

		YES	NO	Leave blank for Committee use only.
31	All electric wiring and light fixtures are maintained in good repair.	___	___	_____
32	There are sufficient facilities kept in safe operating condition to carry out stated objectives and program.	___	___	_____
	There should be a qualified, mature and experienced instructor in charge of each activity. If any activity is listed in the camp brochure or publicity, there should be sufficient equipment to carry out this objective.			
33	Swimming pools or waterfront areas are kept in a clean, safe and orderly condition and comply with all local regulations.	___	___	_____
	The visitor and camp director may decide that "Yes" or "No" does not apply since conditions could be better. In that case, they may mutually choose a figure between zero and 10 which may express the condition to better satisfaction. Please circle figure chosen where 0 is "no" and 10 is "yes".			
	0 1 2 3 4 5 6 7 8 9 10			
34	Camp has sufficient land available for program activities. This may include crown lands, and public parks adjacent to or easily accessible to camp property.	___	___	_____
35	Adequate provision is made for shelter of campers during inclement weather and for the continuation of program.	___	___	_____
36	Explain if a site other than the day camp site is used for overnights; it should meet all standards as described below:			
	a Camp site is located away from undesirable resorts.	___	___	_____
	b Camp site assures privacy.	___	___	_____
	c Camp site provides good drainage.	___	___	_____
	d Camp site is protected from unnecessary hazards.	___	___	_____

	YES	NO	Leave blank for Committee use only.
e Camp site provides natural resources	___	___	_____
f All buildings and other structures, equipment and facilities are in safe condition.	___	___	_____
g Adequate provision is made for shelter of campers during inclement weather.	___	___	_____
37 When trips are made out of camp all equipment is in good repair and facilities are available in event of inclement weather for protection of campers and food supplies	___	___	_____

CAMP SITE, FACILITIES AND EQUIPMENT TOTALS _____ _____

SCORE: $\frac{\quad \text{X } 100}{\text{Maximum}} = \quad \%$

PROGRAM

38 OBJECTIVES. The camp has objectives in the following areas:			
Fun and adventure; health and safety; human relationships; reverence for life; knowledge and appreciation of the natural world; and the fulfilment of a camper's potential.	___	___	_____
39 The camp adequately provides all facilities and activities listed in its brochure.	___	___	_____(*19M.S
40 Program activities are geared to all ages, abilities, limitations and interests of the campers.	___	___	_____

Does the camp program permit children to have a progressive experience by building on past knowledge? Is the type of activity and the amount of time spent on any one activity appropriate for the age of the child?

	YES	NO	Leave blank for Committee use only.
Illustrate.....			
.....			
.....			
.....			
41 There is opportunity for cooperative planning of activities by the campers and camp staff.	___	___	_____
Explain			
.....			

Some of the possible examples may be:
- Regularly scheduled camp councils with corresponding group meetings in a smaller group, such as a cabin or unit.
- Small unit or cabin group meetings to determine program activities for that particular group. These could include discussions on a method of keeping the living quarters clean; what to do about a visiting chipmunk; what the group will do during a certain period of the day.
- Certain activities may be planned by a cabin group so campers have the opportunity to share in deciding the how, when, where and what of an activity.
  Examples: planning a cookout or overnight, fishing trip or hike.

42 The program provides opportunities for:			
a Individual activity-- This means that the child with guidance, within limits and under adequate supervision, can select certain activities on a voluntary basis at some time during the program.	___	___	_____
b Rest and Quiet--Adequate periods of rest are scheduled, with the amount dependent upon the age group and physical needs of the child	___	___	_____
c Small group activity--These are generally considered to be approximately 10 minutes.	___	___	_____
d Occasions involving the whole camp or large groups--This covers more than all camp swim, or eating together, but includes such things as stunt nights, camp-			

	YES	NO	Leave blank for Committee use only
fires, evening programs, special days, devotional or inspirational services	___	___	_____
43 The camp program provides flexibility in the choice of certain daily activities by each group.	___	___	_____
44 The camp philosophy and program provide opportunity for strengthening family relationships and parent understanding of the program objectives.	___	___	_____
These may be conveyed through:			
Information-gathering relative to the needs, interests and characteristics of the camper, so that the camp may better aid his or her development as an individual.			
Evaluation letter to the parents from the counsellor or director.			
Visitors' Day(s), Parents' Night.			
Counsellor-Parent(s) dialogue on the first day or Visitors' Day.			
Telephone introduction by the counsellor during pre-camp.			
45 There are opportunities for the camper to:			
a Learn new camp skills and other activities common to camp life.	___	___	_____
B Participate in group projects, special events and ceremonies, social activities. Each camper is encouraged to participate actively at times, and not merely observe someone else.	___	___	_____
c Share in care and improvement of camp. This should aim in part to help the camper understand his responsibilities for equipment, grounds and for sharing in the care of camp and its facilities, such as taking care of his cabin or tent, and belongings, helping in the dining room, kitchen, helping with garden, etc.	___	___	_____

	YES	NO	Leave blank for Committee use only.
d Increase his or her knowledge of the world in which he or she lives.	___	___	_____
e Learn and understand his or her relationship to camp environment. Use the camp environment so that campers have a chance to do things they cannot normally do in the city. Include activities that could not be carried out if the same group were together in town. It will help if the examples listed can be as complete as possible, so as to get a picture of all the various ways this is being carried out. Some of the possible examples may be: through staff training, there is emphasis on a counsellor's opportunities to tie in the natural environment with other activities, and to stimulate a camper's curiosity and interest in his surrounding world.	___	___	_____
overnight hikes, etc.			
use of natural materials in program activities, weaving, dyeing, etc.			
f Participate in planning and preparing meals. This refers to small group activity, but may include either indoor or outdoor cooking and meal preparation. It should be an actual experience of the camper, not merely an observation with the counsellor doing the work.	___	___	_____
g Create spiritual responses to camping experience. There should be definite plans on the part of the administration for helping counsellors to help children to verbalize and think of natural wonders, human relationships; this therefore involves environment and experiences.	___	___	_____

46 The program encourages the observance of:

a Health and safety rules	___	___	_____
b The practice of good habits of neatness and punctuality	___	___	_____
c Individual initiative	___	___	_____
d Consideration for others	___	___	_____

Meal times are suitably established and observed.

47 a The camp regularly evaluates its objectives	___	___	_____

	YES	NO	Leave blank for Committee use only
b The camp regularly evaluates its program in terms of the camp objectives.	___	__	_____
PROGRAM TOTALS	_____		_____

SCORE: $\frac{\text{_____ X 100}}{\text{Maximum}}$ = %

LEADERSHIP

PERSONNEL - DEFINITIONS

ADMINISTRATIVE AND NON-PROGRAM STAFF includes directors, head counsellors, nurse, doctor, dietitian, business manager, bus drivers, kitchen, office and maintenance staff.

PROGRAM SPECIALISTS refers to those classified with such titles as waterfront director and other activity directors whose major responsibility is that of supervision and/or teaching of any given activity.

COUNSELLOR A camp counsellor is a qualified person employed by a camp to assume full responsibility for a group (not exceeding 10 in number) of campers. At the same time it is recognized that in the relatively new field of teen-age day camping, where shared leadership is being developed, a ratio of up to one leader to 15 campers may exist. A counsellor is responsible to the camp director or a delegated supervisor. A counsellor may assist in the direction and instruction of activities as secondary responsibility, but the major responsibility is toward the total care, welfare and program of 10 or less campers.

ASSISTANT OR JUNIOR COUNSELLOR may be a person employed or assigned to assist a camp counsellor in the care and welfare of a group of 10 or less campers. Certain authority and responsibilities may be delegated to or assumed by an assistant or junior counsellor. However, they should never have the full responsibility of supervising a group.

COUNSELLORS IN TRAINING are those members of the camp whose primary function is to participate in a planned training program to prepare him

for a future position as a camp counsellor. It is expected that a written evaluation will be given. This may take the form of a certificate or letter of assessment. He is not a staff person.

48 Counsellor-Camper ratio.

In computing the number of counsellors, do not include administrative staff, junior counsellors, or counsellors in training.

Total number of campers in fullest camping period. _____

Number of campers 5 years old and under. _____

Number of campers over 5 and under 8 years. _____

Number of campers 8 to 12 years _____

Number of teen-age campers, 13 years old and over _____

Similarly: number of counsellors during the above period.

If campers are 5 years old and under, 1 counsellor for _____campers.

If campers are over 5 and under 8 years, 1 counsellor for _____ campers.

If campers are 8 to 12 years, 1 counsellor for _____ campers.

If campers are teen-age, 13 years and over, 1 counsellor for _____ campers.

For campers 5 years and under a ratio of 1 to 6
For campers over 5 and under 8 years a ratio of 1 to 9
For campers over 8 years a ratio of 1 to 10

49 Number of counsellors 18 years or older. _____

Number of counsellors under 18 years of age. _____

50 Number of counsellors who have completed grade 12. _____

Number of counsellors who have not completed grade 12. _____

	YES	NO	Leave blank for Committee use only.	
51 The camp director has had at least two seasons of leadership experience in an organized camp, recreational, or educational situation.	___	___	_____	(*5 M.S.)
52 Director has had experience in administration and working with groups.	___	___	_____	

		YES	NO	Leave blank for Committee use only.
53	Director is a graduate of college or university or has equivalent background.	___	___	_____
54	Director is 21 years or older and exhibits qualities of maturity and leadership	___	___	_____(*6 M.S.)
55	To whom is authority delegated in the absence of the director?_____			
	Age_____Qualifications_____			
56	The camp uses a written job description for all types of positions in hiring and supervising staff. This is written material that describes responsibilities and duties of each camp position. It is material prepared without reference to a specific individual. Information found in general correspondence between employer and employees is not considered to be a job description.	___	___	_____
57	For selection of all personnel camp uses:			
	a application forms	___	___	_____
	b references	___	___	_____
	c personal interviews	___	___	_____
	d if applicant has been associated with another camp of children's organization, do you obtain a written or verbal reference from this source? (See Business Principles under the O.C.A.)	___	___	_____
58	Camp has a training program in addition to training immediately prior to camp opening. Describe_____	___	___	_____
	_____			
59	Does the camp plan and conduct a pre-camp training program?	___	___	_____

As the term implies, this refers to staff training that is conducted immediately prior to the opening of camp. It is specifically a training course which provides an opportunity for staff members to get acquainted with one another, with the camp philosophy, with the camp site, with facilities, to learn objectives and programs, their specific jobs, and to become a working team.

		YES	NO	Leave blank for Committee use only.
	Training shall be at least 24 hours in length, 16 of which should be on the camp site.			
60	Camp has in-service training program throughout season, including program evaluation, individual job evaluation and group discussion through staff meetings.	___	___	_____
	Describe _____			
61	Camp has written personnel policies covering such matters as remuneration, time off, illness, job description, evaluation, personal conduct, conditions of re-employment, etc.	___	___	_____
62	Camp uses written contract with all personnel receiving salaries or wages.	___	___	_____
63	There is sufficient staff continuity of total staff personnel to give some stability. Minimum requirement might be 1/4 to 1/3 of the total programing and counselling staff, and previous CIT's.	___	___	_____
	No. held over_____No. of new staff_____			
64	There are procedures through which staff members may readily express themselves on matters of camp policies and regulations, including those that affect themselves. These procedures might be:individual conferences, staff meetings, suggestion boxes, etc.	___	___	_____
	LEADERSHIP TOTALS	_____		_____

SCORE $\frac{\text{X 100}}{\text{Maximum}} = \quad \%$

		YES	NO	Leave blank for Committee use only.
	SAFETY			
65	The waterfront director or supervisor has Red Cross, YMCA or Royal Life Saving Society qualifications as per OCA standards.	___	___	_____
66	The waterfront director is 18 years old or over. It is recommended that the waterfront director has had at least one year's prior experience assisting a qualified waterfront director.	___	___	_____
67	Persons are free from other duties while on lifeguard duty.	___	___	_____
68	There is a camp rule against:			
	a swimming alone	___	___	_____
	b swimming after dark without adequate precaution and lighting	___	___	_____
	c swimming without proper supervision	___	___	_____
69	When swimming, the buddy system is used by everyone, staff and campers alike.	___	___	_____
	OR			
70	A check board or other suitable checking system is used for everyone in the swimming area.	___	___	_____
71	There is at least one lifeguard for every 10 persons swimming.	___	___	_____
72	Individual swimming tests are conducted before swimmers are allowed beyond their depth.	___	___	_____
73	Swimming is restricted to an enclosed approved area.	___	___	_____
74	If swimming out of approved area, swimmers are accompanied by a boat manned by two persons, carrying approved life saving equipment.	___	___	_____
75	Non-swimmers are restricted to enclosed shallow water area.	___	___	_____

		YES	NO	Leave blank for Committee use only.	
76	The camp director, or operator, carries out regular personal inspections of waterfront equipment to ensure safe conditions. Practices and equipment for waterfront comply with Red Cross Society, or Royal Life Saving Society standards or those of an organization with equivalent standards.	___	___	_____	
77	There are written and posted safety rules for use of watercraft and swimming, applying to campers, staff, and visitors alike	___	___	_____	
78	Precautions are taken against overloading watercraft. Information re power boats can be obtained from RCMP.	___	___	_____	
79	General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.	___	___	_____	(*8 M.S.)
80	A check-in system is used for boating	___	___	_____	
81	Non-swimmers when in boats:				
	a Are accompanied by a competent adult	___	___	_____	
	b Wear life jackets	___	___	_____	
82	a Water skiers wear life jackets when skiing	___	___	_____	
	b Each water ski boat has an operator and at least one spotter	___	___	_____	
83	Boats, other than those used for lifeguard purposes are banned from areas being used for swimming	___	___	_____	
84	Precautions are taken so that the waterfront, dock areas, swimming areas or swimming pools are safeguarded during off-activity periods	___	___	_____	
85	There are provisions for closing off entrances to waterfront areas and swimming pools, (all swimming pools are fenced).	___	___	_____	
86	The director inspects all fire protection facilities:				
	a Fire extinguishers and other suitable fire fighting equipment placed at				

		YES	NO	Leave blank for Committee use only.
	strategic and easily accessible points	___	___	_____
	b Containers for gasoline or other flamable materials are properly marked and stored at a safe distance from other buildings	___	___	_____
	c The above materials are used only under qualified supervision	___	___	_____
87	Camp provides adequate length of fire hose, if water under pressure is available. (Please indicate if water is not under pressure .....)	___	___	_____
88	Fireplaces and chimneys are properly built and protected.	___	___	_____
89	Fireplaces, chimneys and kitchen ranges are inspected annually prior to the opening of camp.	___	___	_____
	In some townships of Ontario, building permits are required when building or remodelling. Local bylaws exist for fireplace and chimney constructions.			
90	Pre-camp arrangements are made for fire protection with available local facilities.	___	___	_____
91	Where applicable, fire permits are obtained from the Ontario Department of Lands and Forests, or local authorities, before operating an incinerator or lighting open fires.	___	___	_____
92	Second story sleeping accommodation is provided with adequate fire escape facilities.	___	___	_____
93	Procedures for fire drill, emergency action for accidents or any natural disaster are planned and practised.	___	___	_____
94	a If riflery is included in the camp program, firearmes are used and stored under qualified supervision. (Please indiciate if riflery is not included in camp program)	___	___	_____
	It is recommended that visitors refer to and become familiar with the Dominion Marksmanship standards when visiting camps that conduct a riflery program.			

			YES	NO	leave blank for Committee use only	
	b	If archery is included in the camp program, bows and arrows are used and stored under qualified supervision. (Please indicate if archery is not included in camp program)	___	___	_____	
	c	If riding is included in the camp program, is it planned and conducted in a manner to ensure safety to all participants. It is recommended that helmets be worn.	___	___	_____	
		Safety measures include the careful selection of riding instructors; horses suited to the varying abilities of the campers; careful supervision and maintenance of equipment.				
95	a	A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.) The number of such persons is never less than two.	___	___	_____	(*12 M.S.)
	b	The camp has a written record of every extended (overnight) trip away from camp.	___	___	_____	
		For canoe, riding, or hiking trips in particular, where the group is out of touch with the camp for several days, written record should be kept under the following headings: date of departure; due date of return; name of all personnel; counsellor in charge; counsellor assisting, route of trip; food taken on trip; first aid supplies taken on trip; anticipated camp sites each night away from camp.				
96		Camp regulations regarding swimming and watercraft are observed on all out of camp trips.	___	___	_____	
97	a	The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.				
	b	The person assisting on an overnight or longer trip is at least 16 years old	___	___	_____	(*13M.S.)

	YES	NO	Leave blank for Committee use only
c Person in charge of an overnight or longer canoe trip has had instruction in first aid and lifesaving, and a first aid kit is carried.	___	___	_____
d Counsellor has been cautioned against the purchase of food (especially milk) or use of water from questionable sources.	___	___	_____
98 Safety rules are observed in the use of tools and power tools.	___	___	_____
Maintenance equipment is kept in a tool shop under the control of a member of the maintenance staff. Craft equipment is stored properly under the supervision of a craft instructor.			
99 Campers are not permitted to take tools and use them carelessly. Power tools have safety devices to prevent accident.	___	___	_____
SAFETY TOTALS	_____		_____

SCORE: $\frac{\text{X } 100}{\text{Maximum}} = \qquad \%$

ADMINISTRATION

		YES	NO	Leave blank for Committee use only.	
100	Camp has the following records or copies on the camp site.				
	a Budget. It is not necessary that the visitor study the camp budget. Evidence of such a record is sufficient to indicate that funds are expended in the proper areas and the director has done his best to operate efficiently.	___	___	_____	
	b Financial Statement. It is necessary that the visitor be assured that the camp maintains a complete and recent financial statement. Because financial statements are usually prepared from a complete appraisal of camp financial operation, evidence of a statement indicates good business practice.	___	___	_____	
	c Food Records. Food records should include invoices of food purchases, menus of meals served, menus of food supplies issued for canoe trips.	___	___	_____	
	d Inventories. Lists of supplies used in camp operation. Inventory of athletic supplies, arts and crafts supplies, kitchen and dining room supplies.	___	___	_____	
	e The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian for camper's attendance and participation in activities.	___	___	_____	(*14 M.S.)
	The minimum requirements on a camp registration form should include full name of camper, age, home address, home phone, and one or both parents or guardians' names, occupational location of father, and any other address of either or both parents during the camper's stay in camp, name, address and phone number of family				

	YES	NO	Leave blank for Committee use only.
doctor, dates and times to be spent in camp; an agreement between parent and camp, relative to the welfare, care and permissible activity of the camper, and parent's or guardian's signature. (Other information as determined by the camp administration is, of course, permissible.)			
f Record of Camper's Progress. A method of recording each camper's activities, goals achieved, tests passed and participation in camp functions.	___	___	_____
g Record of Health Examination and/or a statement including the disclosure of any limitations which would affect activities, available to persons concerned.	___	___	_____
This can be the same form as item 2a under Health and Sanitation.			
h A record of first aid and medical treatment of campers, staff and other persons, as well as a written report of each accident is kept on file.	___	___	_____
Where staff is covered by Workmen's Compensation, a duplicate of the claim form should be retained in camp for future reference.			
Where campers are covered under an insurance, health and accident plan, a duplicate of the claim form should be retained in camp for future reference.			
Above reports should include statements from witnesses and investigating officers.			
i Reports of program from previous years. Files are kept on planning and procedure for various activities and special day programs.	___	___	_____
101 Insurance			
a Workmen's Compensation. Not compulsory, but it is the best value in insurance for a camp director.	___	___	_____
b Comprehensive liability. Not compulsory, but a most necessary type of insurance when dealing with the public.	___	___	_____

	YES	NO	Leave blank for Committee use only.	
c Motor Vehicle	___	___	_____	
d Motor Vehicle - non owner	___	___	_____	
e Fire and extended coverage	___	___	_____	
f Health and accident for campers	___	___	_____	
The camp knows and follows all aspects of the Ethics and Business Practice of the Ontario Camping Association	___	___	_____	(*18 M.S.)
ADMINISTRATION TOTALS	_____		_____	

SCORE: $\frac{\quad X\ 100}{\text{Maximum}} =$ %

TRANSPORTATION

102 All road transportation equipment is maintained in safe operating condition, and meets the requirements of the Ontario Department of Transport	___	___	_____	(*15 M.S.)
103 A program of transportation safety education is carried on for staff members, campers and drivers.	___	___	_____	
Explain.....				
104 Drivers of camp vehicles are properly licenced.	___	___	_____	(*16 M.S.)

		YES	NO	Leave blank for Committee use only.
105	Each driver of a camp vehicle has been selected for dependability, good habits and unquestionable good character.	___	___	_____
106	Each driver who is involved in transporting campers is at least 21 years of age.	___	___	_____
107	Each driver has had at least one year's experience as a driver.	___	___	_____
108	The number of campers in transportation units does not exceed the available seating capacity of such units. There is at least one supervisory person in each vehicle other than the driver.	___	___	_____(*17 M.S.)
109	Each transportation unit carries adequate first aid equipment.	___	___	_____
110	The camp provides adequate supervision in transportation units. In a vehicle which carries more than 8 campers, a counsellor is provided in addition to the driver.	___	___	_____
111	If the camp charters transportation units, the owners of such vehicles have produced evidence that they are fully licensed and insured for operation in the Province of Ontario.	___	___	_____
112	Where campers are picked up in various areas, safety procedures have been explained to both campers and parents.	___	___	_____
113	A plan exists for a procedure to be followed in event of a transportation emergency or vehicle breakdown.	___	___	_____
	TRANSPORTATION TOTALS	_____		_____

SCORE: $\frac{\text{X 100}}{\text{Maximum}}$ = %

THIS IS FOR USE OF STANDARDS COMMITTEE

(Visitors will leave this entire section blank)

Where a question does not apply there is no scoring in either column. Therefore, for each camp there will be a different Maximum Possible Score.

STUDY OF CAMPING PRACTICE SCORE			
Camp	Score	Maximum Score	%
Health & Sanitation			
Camp Site, Facilities & Equipment			
Program			
Leadership			
Safety			
Administra-tion			
Transporta-tion			
TOTAL			

ALL MANDATORY STANDARDS HAVE BEEN MET: YES_____ NO _____

THE DAY CAMP MANUAL SERIES INCLUDES

Book I	Administration
Book II	Staff
Book III	The Camper
Book IV	Program
Book V	A study of Mandatory Standards and Desirable Camping Practices for Children's Day Camps

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